



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

OFFICE ASSISTANT (TYPING)

Filling two vacant positions

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION
SIF/UEF CLAIMS – OAKLAND**

Position: Class Title: Office Assistant (Typing)
Salary Range: Range A: \$2,003.00 – 2,435.00
Range B: \$2,172.00 – 2,641.00
Type of Appointment: Permanent
Time Base: Full Time
Shift/Work Week: 8:00 a.m. to 5:00 p.m./Monday through Friday

Location: 1515 Clay Street, Oakland, CA 94612-1401, 18th Floor

Duties: Type letters, liens and check requests. Process incoming and outgoing mail. Answer telephones, direct calls and take messages. Process case files, copy medical records and correspondence and performs other clerical duties as required.

Desirable Qualifications: Conscientious work habits including punctual attendance, flexibility, and ability to follow oral and written instructions. Good communication skills.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations - Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142
Attention: Bronwyn Ahlbrecht
Telephone: (415) 703-4660

Applications accepted until September 19, 2005, or until position filled

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

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8/30/2005

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